

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date January 17, 1980		Division of Family & Children Services Director's Office - Client Advocacy Unit Room 401-1-S 47 Trinity Ave., S.W. Atlanta, Georgia 30334		Application Number <b>80-214</b>	
Application Number <b>80-2</b>				Date Received <b>JAN 18 1980</b>	
				Date Completed <b>JAN 31 1980</b>	
Person to Contact Ms. Betty Davis		Working Title Quality Control Reviewer		Telephone Number 656-4350	
<b>2. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>3. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office; if different)</b>			
Earliest Jan., 1979		DFACS Public Assistance Correspondence Files			
Latest to present					
<p>The Division of Family and Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HEW concerning the status of the State Social Service Plan and for clearing policy questions; and for working with other DHR Offices and Divisions to resolve problems affecting the operation of the Division of Family and Children Services.</p> <p>The Client Advocacy Unit (for the Department of Human Resources and the Division of Family and Children Services) has the responsibility to serve as the State Office Liaison and intermediary to County Departments, Federal, State, and Local officials, and general public, and out-of-state agencies; to answer client related questions and investigate complaints regarding public assistance programs; and, when required, this unit takes action appropriate to correct conformity problems within the county offices. In addition, this unit reviews and responds to Annual Reports submitted by the County Departments of Family and Children Services.</p>					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving and answering requests for information concerning the Public Assistance Program in Georgia. Included are: Correspondence, from recipients and potential recipients, requesting information about the Public Assistance Program in Georgia.					
The file is arranged : alphabetically by name of person making the request.					
<b>8. Daily Reference Rate</b> How often are records referred to which are: One to six months old <u>2-3</u> ; Seven to twelve months old <u>2-3</u> ; Thirteen to twenty-four months old <u>rare</u> ; twenty-five months and older <u>-</u> ?					
<b>9. Annual Rate of Accumulation of Records</b> Approximately <u>2</u> Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series over published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to Stat. Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all series and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Betty S. Davis	1-15-80	Elizabeth W. Crank	12/24/79
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9-29-80
		Secretary of State/Designee	1-28-80
		Attorney General/Designee	1-30-80